

# The Lunch Line

Bureau of Nutrition Programs and  
School Transportation

Please route to:

☐ Food Service Director  
☐ Kitchen Staff

☐ Record Keeper  
☐ Principal

☐ Superintendent  
☐ \_\_\_\_\_

Published in September, November, January, March, and May

Nov/Dec 2006

## Food Safety Programs— Here We Go!

### What is Required?

As authorized by the Regional Office of USDA, beginning this fall the Bureau of Nutrition Programs and School Transportation will be taking the following steps to confirm implementation of the required food safety program in your feeding sites during CRE and SMI review processes:

- 1) Review the School Food Authority's written Food Safety Program plan to ensure it follows FNS guidance originally sent to schools in June 2005, and available at the Bureau website,  
<http://www.iowa.gov/educate/content/view/380/460/1/1/>  
The Food Safety Program must address Standard Operating Procedures and HACCP principles described in the guidance.
- 2) Examine food safety documentation records to determine that the written program is operational. Documents to review may include food preparation process charts, temperature logs, and descriptions of standard operating procedures.
- 3) Review Food Safety Program training plans and records to assess adequacy and verify employee participation.

### What does this mean?

What will your written plans and the documentation charts or logs look like? This will depend on the specific site requirements. For example, in a satellite serving site where the food arrives cooked in bulk and ready to portion to students, the required documentation will be different than in a preparation kitchen that serves students from a service line at one end of the kitchen.

Written plans and documentation charts or logs are critical in charting storage, preparation, holding, serving, and cooling (and possibly re-heating and re-use) potentially hazardous foods as they flow through

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the kitchen and serving sites. Consider the most logical method to accomplish the required documentation. A temperature log monitoring form taped to the side of a cold or hot storage unit may be more logical and easier to access than one kept in an office binder. What location is most easily accessed for recording end point cooking temperatures? How about the log for holding temperatures at the serving site? If you transport food to another building to serve, is there a log that travels with the food identifying time and temperatures during transit, arrival, and periodically through holding until served? Are cold foods (and milk) temperatures tracked? These are considerations and questions each operation has to answer for itself. Your documentation logs may look quite different from another school, depending on the flow of food in your operation.

### **Who is responsible?**

Ideally, a team approach is used. The person responsible for completing specific temperature logs in your operation may vary. What is the most logical and most reliable way to use these? Your Standard Operating Procedures may indicate who is responsible for documentation at various points along the food flow, or you might want a Standard Operating Procedure just about documentation. Writing Critical Control Points on recipes for each item prepared (yes, even the items that are pan-fried, frozen, heated and served!) can be one way to communicate requirements and responsibilities with regard to monitoring temperatures.

### **When does it end?**

The effectiveness of HACCP based Food Safety Plans is that there is continual review internally by school district foodservice staff, and periodic review externally. Keep in mind that the Food Safety Program based on HACCP principles, or a full HACCP food safety program, will never arrive at the “finished” stage, as other projects. New food items, new pieces of equipment, new employees, and new procedures will always have an impact on what needs to be monitored. And after a few months of working with your documentation, you and your team may decide there is a more effective way to capture and record required information!

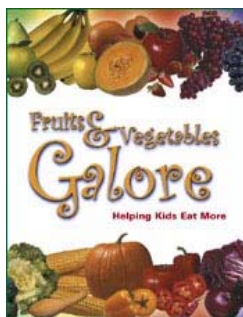
## **Your Process Approach to HACCP Implementation—Plan to Attend!**

**School Food Safety Program: Voices from HACCP-Compliant Schools, HACCP Part 3**—a panel of five food service directors from throughout the state discuss implementation steps and challenges in their own districts. Moderated by Catherine Strohbehn, Iowa State University Extension Specialist.

The live session was held November 7, 3:00-5:00 PM. Repeats of this session are scheduled for January 22, 2007, and February 5, 2007 all at 3:00-5:00 PM. Register through the link below at [http://www3.iptv.org/iowa\\_database/event-detail.cfm?ID=7241](http://www3.iptv.org/iowa_database/event-detail.cfm?ID=7241)

## **Time to Add Some Pizzazz to Your Fruit and Vegetable Offerings?**

Are fresh fruits and veggies on your menu at this time of year? Are you restricting your fruit choices to apples, oranges and bananas because of cost? Are you using only canned green beans, corn, peas and iceberg lettuce for your veggie choices?



If you haven't opened up Fruits and Vegetables Galore—a USDA Team Nutrition Manual that might be sitting on your shelf or worse yet still in the box, now is the time to get some menu inspiration. At a recent tour of Loffredo Produce in Des Moines, some of us learned that they grind up the peels from the produce they cut up—

and mix it with cattle feed and feed cattle. One farmer reported the cows know when they are getting the feed with the fruit in it. In addition, another farmer even claims she thinks her cows are happier when they get the fruit supplemented feed!

In Fruits and Vegetables Galore—Quality Food for Quality Meals, you will find an In Season Section for each fruit or vegetable listed. Fresh avocados, grapefruits, kiwis, honeydew, papayas, tangerines, pears, pineapple, broccoli, cauliflower, red lettuce, romaine, sweet potatoes, and squash are all in season right now. So why not try some new fruits and vegetables to add pizzazz to your menus.

## Afterschool Snack Program– Could It Benefit Your Students?

Does your school/district operate an afterschool care program? Does your school/district provide educational or enrichment activities after school on a regular basis? If so, your school district might be eligible to participate in the Afterschool Snack Program.

In order for a site to participate, your school/district must operate the National School Lunch Program (NSLP). Additionally the afterschool care program must provide children with regularly scheduled educational or enrichment activities in a supervised environment. Sites are either area eligible ( $\geq 50\%$  of students are eligible for free or reduced price meals) in which case all snacks are served free or snacks are served and counted based on the free and reduced or paid eligibility of the student.

In order to be reimbursed, the snacks must contain at least two different components of the following four: a serving of fluid milk; a serving of meat or meat alternate; a serving of vegetable(s) or fruits(s) or juice; a serving of whole grain or enriched bread and/or cereal. Documentation of two monitoring reviews done by the school food authority each year must also be maintained.

Documents to maintain on file include the daily menus, food production records, roster or sign-in sheet, daily count, and the two required on-site reviews. Additional information is located at [NSLP Afterschool Snack Resources](http://www.iowa.gov/educate/), “USDA Afterschool Care Snack Program Handbook for School Programs” on the Bureau website at <http://www.iowa.gov/educate/>

For additional afterschool snack options, review the National School Lunch Program afterschool snack basic information:

[www.fns.usda.gov/cnd/Afterschool/default.htm](http://www.fns.usda.gov/cnd/Afterschool/default.htm).

Contact the Bureau of Nutrition Programs and School Transportation, Iowa Department of Education at (515)-281-5356 or your area consultant for further information about participating in the Afterschool Snack Program.

## SFSP: You Did Very Well!

The 2006 Summer Food Service Program (SFSP) is over for another year, and sponsors have done a tremendous job of feeding more children than ever before.



Early estimates indicate you served an average of more than 10,000 Iowa children each day of service in June, a 9 percent increase in participation from 2005. WOW! That means a lot more children are healthier, happier, and more ready for school and other fall activities. The Bureau of Nutrition Programs and School Transportation thanks you for your caring service to our children.

The following school foodservice authorities (SFA) contributed to the 2006 SFSP success story (\*first year sponsors):

Central Clinton*	Mason City*,
Central Decatur	Mount Ayr,
Charles City*	Murray,
Cherokee	Muscatine,
Clinton	Oelwein*,
Council Bluffs	Ottumwa
Davenport	Perry
Denison	Postville
Des Moines	Russell*,
Diagonal	Sioux City
East Greene	Southeast Polk,
Estherville Lincoln Central*	Starmont*,
Ft. Madison	Storm Lake
Glenwood	Waterloo
Hamburg	Wayne
Howard-Winneshiek*	West Des Moines
Iowa City	West Sioux*
Marquette Academy (Davenport)	
Marshalltown	Winterset

Additionally, 28 private non-profit organizations served as 2006 SFSP sponsors.

The State Agency looks forward to working with you again in 2007 and encourages you to encourage other SFAs to consider being a 2007 SFSP sponsor.

For more information, please contact: Rod Bakken, SFSP Lead Consultant at (515) 281-4760 or email: [Rod.Bakken@iowa.gov](mailto:Rod.Bakken@iowa.gov)

## Self-monitoring Form for On-site Review

All claims for reimbursement must be based on daily meal counts taken at the point of service. A review to verify this procedure must be made by each School Food Authority (SFA) before **February 1 of each year**. If problems with meal counting or claiming are discovered, the SFA must develop a corrective action plan and conduct a follow-up on-site review within 45 days to determine that the problems have been corrected. This procedure is mandatory for districts with multiple buildings. Complete the forms and keep on file with your school lunch paperwork. **If you have a contract with a FSMC, this responsibility cannot be delegated to them per 210.8(a)(1).**

The Self-Monitoring Form is located in the Form Download Section on the Application Packet - Main Menu Screen of the CNP 2000 system.

## Verification Summary Report – Due January 15, 2007

SFAs must complete and submit the Verification Summary Report on the CNP 2000 web based system by January 15, 2007. In the CNP 2000 system, on the green navigational bar, Verification is to the right of Claims.

**December claim for reimbursement (and subsequent claims, if applicable) will be held if the Verification Summary Report is not completed on the CNP 2000 system by January 15, 2007.**

Instructions on how to complete the Verification Summary Report are located in the Form Download Section on the Application Packet - Main Menu Screen of the CNP 2000 system.

If you have questions, contact Nancy Christensen at 515-281-5663 or [nancy.christensen@iowa.gov](mailto:nancy.christensen@iowa.gov)

## Tidbits from Julia

Within the next couple of months you should begin to see some new faces or at least names in print as the Bureau moves forward with hiring some additional staff to further support Bureau work in a variety of areas. These temporary positions are funded with a combination of grant funds and other USDA funds for which the Bureau applied. In some cases, the individuals will be working closely with Bureau staff in the review process, in other cases the staff will help with training and technical assistance. Through the grant funding additional training and technical assistance will be provided in the areas of free and reduced price meal processing and verification; changes to the direct certification process; financial management; and food safety. In addition, a food service director's resource manual will be developed.

The Bureau is also pleased to announce that Iowa has been selected along with the states of Pennsylvania and California to receive a 2006 Team Nutrition Local Wellness Demonstration Project Grant. These three-year grants will provide states with the opportunity to:

- Assess local wellness policy activities in individual districts;
- Document the processes used by Local Educational Agencies (LEAs) to develop, implement, and measure the implementation of a local wellness policy;
- Assess the level and types of technical assistance necessary at the State level;
- Document any environmental changes that have occurred as a result of the School Wellness Policy; and
- To work with USDA in the development of a TN technical assistance guide intended to assist other States and LEAs in measuring implementation.

In addition, each state has identified other unique factors that they want to include as part of their Demonstration Project. Part of what Iowa will be looking at will be the influence of multiple USDA related nutrition interventions on school policy and practice, and to identify key-underlying strategies that predict success. Once predictor strategies are identified agencies and schools can adopt these



strategies to focus their efforts. Year one is primarily for planning and school/district selection, more information will be provided as the project plans are further finalized. Janet Wendland will serve as Project Director for this grant. In accepting these responsibilities, Janet has also made a decision to move from full-time to part-time employment status. Therefore, beginning in January, Janet will no longer be working with the 2005 TN Training Grant, as soon as someone has been identified for this position, we will post the new contact information on the website. If you have questions or need assistance after January 1 and prior to the announcement of a new individual, please contact me at [Julia.Thorius@iowa.gov](mailto:Julia.Thorius@iowa.gov) during the transition.

## Mark Your Calendars

### Training

Students Interested in Supporting Healthier Nutrition and Physical Activity Environments

An ICN workshop will be held over IPTV K-12 Connections on January 31, 3:30 – 5:00. Check the IPTV K-12 calendar under that date for registration information that will be posted soon.

[http://www3.iptv.org/iowa\\_database/cal-default.cfm?month=01-06-2007](http://www3.iptv.org/iowa_database/cal-default.cfm?month=01-06-2007)

School Wellness Policy IV – Implementation

Rebroadcasts are scheduled for the following dates:

December 19, 2006 at 3:30 – 5:00 p.m.

January 24, 2007 at 3:30 – 5:00 p.m.

[http://www3.iptv.org/iowa\\_database/event-detail.cfm?ID=7297](http://www3.iptv.org/iowa_database/event-detail.cfm?ID=7297) for registration details

Food Safety Program – Process Approach to HACCP Implementation – Rebroadcasts are scheduled for the following dates:

January 22, 2007 at 3:00 – 5:00 p.m.

February 5, 2007 at 3:00 – 5:00 p.m.

[http://www3.iptv.org/iowa\\_database/event-detail.cfm?ID=7293](http://www3.iptv.org/iowa_database/event-detail.cfm?ID=7293) for registration details

### Due Dates

January 15, 2007 Verification Summary Report

February 1, 2007 Self-Monitoring Review Forms

## SNA District Meetings

February 24<sup>th</sup> – College Community High School

March 3<sup>rd</sup> – Humboldt High School, Humboldt

March 10<sup>th</sup> – Callanan Middle, Des Moines

March 17<sup>th</sup> – Harlan High School, Harlan

March 31<sup>st</sup> – South O'Brien Secondary School,  
Paullina

April 14<sup>th</sup> – Oelwein Middle School,  
Oelwein

Registration information will be mailed to members by SNA and posted at [www.snaia.org](http://www.snaia.org)

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To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity employer."

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**It is the policy of the Iowa Department of Education not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age or marital status in its programs or employment practices. If you have questions or grievances related to this policy, please contact the Legal Consultant, Department of Education, Grimes State Office Building, Des Moines, Iowa 50319-0146, 515/281-5295.**

## For Sale

Keumper Catholic School has several hundred-compartment lunch trays for sale. Half are ivory and the other half is red.

An Accu-Scan machine and card readers (2) are also available to anyone that still uses Accu-Scan.

If you are interested in any of these items, contact:

Keumper Catholic School  
Attn: Lynne Humphrey, FS Director  
201 S. Clark  
Carroll, IA 51401  
712-792-3610  
[lphumphrey@kuemper.org](mailto:lphumphrey@kuemper.org)

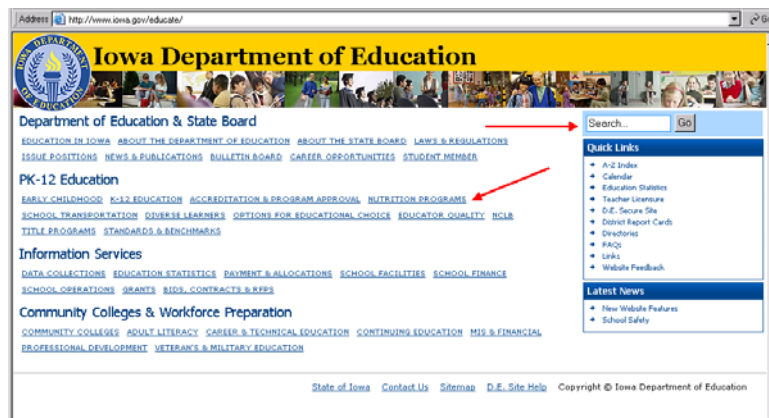
# Ask "IT"



## Department of Education's website has a new look!!!

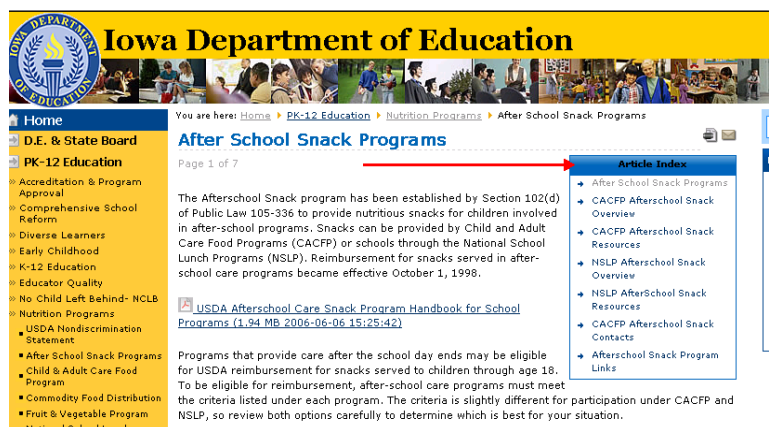
As of November 1, 2006 Department of Education has changed the look and navigation of the static website at <http://www.iowa.gov/educate>.

The web address above will take you to the main page. To find specific information, we suggest using the search engine in the light blue shaded area to the upper left. If you want to see the Nutrition Programs section, select the underscored words "Nutrition Programs" under the PK-12 Education heading. (See Example A)



(Example A)

Clicking into Nutrition Programs, the navigation bar for each program will be on the left navigation menu (yellow). When you click into a specific program, there will be a box (blue) called "Article Index" that will take you through that programs submenu. (See Example B)



(Example B)

Take a moment to browse our new website. There will be more tips and tidbits in future articles. Stay tuned.

Please send us questions you have about using our website(s) and we will attempt to answer them via email, newsletter, or both. Please send your questions to [ellen.miller@iowa.gov](mailto:ellen.miller@iowa.gov)

## What Do You Mean We Aren't Done With Our Wellness Policy?

In October the Bureau of Nutrition Programs and School Transportation offered a fourth in a series of School Wellness Policy training. This session examined how to monitor implementation of School Wellness Policies in local schools. Examples of policy language were provided to demonstrate how the written policy needs to have regulatory parts addressed and be written in a way that is able to be monitored. Discussion of how the School Wellness Policies will be monitored by State Agency staff and how potential deficiencies will be handled will also be shared.

School Wellness Policy IV: Implementation will be rebroadcast again by IPTV through K-12 Connections on December 19, 2006 and January 24, 2007, 3:30-5:00 PM. Your school can register to attend by going to the following website and selecting the date and title: School Wellness Policy IV: Implementation. The main website is: [www.iptv.org](http://www.iptv.org) then select "K-12 Connections" from the middle drop down menu and then in the black tool bar select "calendar" and select the date you want to attend.

Iowa Partners for Healthy Kids, including ISU Extension, Iowa Department of Education's Team Nutrition and Iowa Public Television offers this informational ICN session for School Wellness Committee Members to assist local districts in shaping local school wellness policies. This session is an excellent way to assist your School Wellness Committee as they establish a local school wellness policy.

Additionally, previously aired sessions have the PowerPoints posted to the Bureau of Nutrition Programs and School Transportation website at: [http://www.iowa.gov/educate/component/option,com\\_docman/task,cat\\_view/gid,400/dir,DESC/order,nam\\_e/limit,20/limitstart,20/](http://www.iowa.gov/educate/component/option,com_docman/task,cat_view/gid,400/dir,DESC/order,nam_e/limit,20/limitstart,20/)

These include: School Wellness Policy I: Introduction; School Wellness Policy II: Process; and School Wellness Policy III: Goals That Work.

### Related Websites and Resources:

- **Iowa Department of Education**  
<http://www.iowa.gov/educate/content/view/499/446/> Information and resources regarding Local Wellness Policy regulation.
- **Iowa State University Food and Nutrition Extension**  
[www.extension.iastate.edu/nutrition/schoolwellness/](http://www.extension.iastate.edu/nutrition/schoolwellness/) ICN PowerPoint Presentations and Healthy Snack Pamphlet
- **Iowa State University Food and Nutrition Extension**  
[www.extension.iastate.edu/nutrition/nutrition/wellness.php](http://www.extension.iastate.edu/nutrition/nutrition/wellness.php) Designed to help individuals, families, and communities engage in healthy lifestyles through informed food and activity choices, posts Tips for Preparing a School Wellness Policy to assist local teams to establish local school wellness policies.
- **Team Nutrition**  
[www.fns.usda.gov/tn/Healthy/wellnesspolicy.html](http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html) An initiative of the USDA Food and Nutrition Service to support the Child Nutrition Programs, posts this a clearinghouse of information on the components that should be considered when establishing a school wellness policy
- **Action for Healthy Kids**  
[http://actionforhealthykids.org/newsroom\\_facts.php](http://actionforhealthykids.org/newsroom_facts.php) Tools for Action: Fact Sheets posted by Action for Healthy Kids, a non-profit, non-member organization established to further the goals of the 2002 Healthy Schools Summit.
- **National Alliance for Nutrition and Activity**  
[www.schoolwellnesspolicies.org](http://www.schoolwellnesspolicies.org) A work group of more than 50 health, physical activity, nutrition, and education professionals from a variety of national and state organizations developed a set of model policies for local school districts.
- **Assessment of Progress**  
<http://www.fshn.hs.iastate.edu/schoolnutrition/> Offers schools an online assessment that provides guidance in areas that the school may not have begun development in. This will be available in future years to measure school progress toward specific goals.

# Commodity News

## Website Information

Commodity news and information will be found on the new Iowa Department of Education website at [www.iowa.gov/educate/](http://www.iowa.gov/educate/) Look for the nutrition programs under the “PK-12 Education” heading.

## Iowa Commodity Distribution Plan

During the 2006-07 school year, the Iowa Food Distribution System is planning on six deliveries made by Keck, Inc. Keck, Inc. will usually call a school at least 24 hours ahead of the planned delivery. **The beginning date you see below** is just the planned beginning of the 5-week cycle. You may be delivered at any time within that 5-week cycle. The first delivery period is called 7A, the second is 7B, the third is 7C, etc. If you have any questions call the State Agency at 515-281-4032.

7	A	8/14/06	Order completed
7	B	9/25/06	Order completed
7	C	11/16/06	Order completed
7	D	1/1/07	(On the web by Dec. 1)
7	E	2/12/07	(On the web by Jan. 15)
7	F	3/26/07	(On the web by Mar. 2)

This is to clarify what has transpired regarding the 12% commodity provision in the National School Lunch Programs (NSLP) and the impact the provision is having on School Year (SY) entitlements.

Section 6 (e) of the Richard B. Russell National School Lunch Act requires in each school year, not less than 12% of all Federal food assistance provided under Section 4, 6, and 11 be in the form of commodities. To determine whether the provision is met, FNS does the following calculation using NSLP data for SY 06:

Total commodity assistance divided by total FNS assistance must equal at least 12%. Total commodity assistance is determined by adding entitlement commodity earnings (lunches served times the commodity rate) and the value of bonus commodities distributed. Total FNS assistance is determined by adding cash earnings based on meal payment rates, entitlement commodity earnings, and the amounts of Nutrition Assistance Grants in lieu of Child Nutrition

Programs to America Samoa and Commonwealth of Northern Mariana Islands.

The 12% requirement was not met for SY 06 (July 1, 2005 – June 30, 2006). The shortfall equals approximately \$86 million. USDA has made an adjustment in the Processed Commodity Inventory Management System (PCIMS) to add the \$86 million to States' SY 07 commodity entitlements.

The \$86 million, when allocated between all of the States, equals about \$.0177 per meal served. We added the \$.0177 to the SY 07 published rate of \$.1675 in PCIMS to adjust the State entitlement accounts in the Electronic Commodity Ordering System. The adjusted entitlement rate shows in PCIMS as \$.1852 per meal for SY 07.

## On-line Commodity Ordering

Is “Timing-out” on the commodities website a problem for you? When you are placing your commodities order onto the website and you click on the “UPDATE” button do you get kicked-off, back to the webpage where you have to login?

There are 90 to 100 commodity items to order. **In the time it takes to go through each one of those items and place an order for each item, you may be kicked-off the commodities website without your knowledge.** This is because the screen you are looking at has a limited time to be viewed before it automatically kicks you out of the secured site.

You can click on the “UPDATE” button as many times as it takes to fill out an order.

1. So when you are placing your order try completing 10 items at a time.
2. THEN click on the “UPDATE” button and repeat for the next 10 items until you have completed your order.
3. After verifying all items submitted, finish your order by clicking on the “UPDATE” button a final time.
4. Click the “CERTIFY” button.  
REMEMBER: Once the “CERTIFY” button is used you won't be able to make any more changes to your order.

If you are still getting kicked-off the IDOE Web Application Server website, please contact Ellen Miller at 515-281-4542.



## **Commodity Phone Numbers**

Dean Flaws, Commodity Consultant	515-281-4032
Mary Jo Clark, Commodity Assistant	515-281-4751
Julia Thorius, Bureau Chief	515-281-4757
Janelle Loney, Bureau Secretary	515-281-5356
Jenni Arnold, Admin. Asst. Keck, Inc.	515-244-5631 X130
Teri Klyn, Des Moines Cold Storage	515-262-6560 X101
Eldon Reinhart, Mason City Cold Storage	641-424-8369

**The Keck, Inc. Standard Operating Procedures (SOPs) and Hazard Analysis and Critical Control Points (HACCP) plan** was mailed in your first commodity mailing. If you can't locate it and need a copy, contact Mary Jo Clark at 515-281-4751 or email [maryjo.clark@iowa.gov](mailto:maryjo.clark@iowa.gov)

## **2006 – 2007 Commodity Advisory Council**

Joyce Flink, Odebolt-Arthur CSD	712-668-2767
Jeff Reeves, Webster City CSD	515-832-9210
LaRae Doll, Johnston CSD	515-278-0278
Nancy Michels, Independence CSD	319-334-7423
Dalieth Johnston, East Greene CSD	515-436-7721
Sherry Kaiser, Western Dubuque CSD	563-744-3512
Rich Luze, Sioux City CSD	712-279-6860
Ann Lehman, Mt. Pleasant CSD	319-385-7704
Andrea McRell, North Scott CSD	563-285-4612
Lisa Emerson, Sacred Heart-Osage CSD	641-732-3428

## **Home Economics May Use Commodities**

Several questions have arisen regarding the use of commodities in home economics classes. The regulations say the following regarding the use of donated foods in home economics courses:

School food authorities receiving donated foods under this part may use such foods for the purpose of training students in home economics, including college students if the same facilities and instructors are used for training both high school and college students in home economics courses. Home economics includes classes in general home economics, food purchases, nutrition, food preparation, cooking, childcare and health. The State Agencies position would be consistent with the federal policy, "may". There is no requirement on the part of School Food Authorities to share donated foods with home economics. In addition if SFA chooses to share, they do not need to share all of the various types of products made available and may place limitations on the quantity. They may also charge the home economics program the cost the SFA had to pay to receive the product, essentially shipping, handling, and storage.

Our interpretation of the regulations would be that the first priority for the product would be the school meal program. If the product can be shared without negative or significant negative impact to the school meal program, then it would seem likely the SFA would be willing to share to support the instructional home economics program for students. Again, however even if there were no negative impact, they would not be required by USDA or DE to share.

## **Check Out the Library!!**

Resources from the Bureau include the use of a lending library. Videos, DVDs, reference books, cookbooks, curriculum and children's books are available on loan to schools without charge. If you are looking for something in particular, contact Mary Jo Clark at 515-281-4751 or email her at [MaryJo.Clark@iowa.gov](mailto:MaryJo.Clark@iowa.gov).

### **USDA Recipes for Schools**

**NEW TO THE LIBRARY**—Each school district was mailed a copy of this resource on CD. The USDA Recipes for Schools provides background on how the recipes were selected, developed, and field-tested. Explains the uses of the nutrient analysis provided for each recipe. This resource includes the instructions on substituting ingredients and adjusting recipes, as well as tips for maximizing quality.

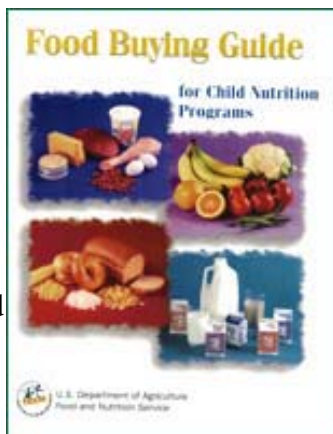
### **USDA Standardized Recipes Website**

[http://teamnutrition.usda.gov/Resources/usda\\_recipes.html](http://teamnutrition.usda.gov/Resources/usda_recipes.html)

### **Food Buying Guide for Child Nutrition Programs**

The Food Buying Guide for Child Nutrition Programs has been expanded and updated. It has a great new look, with an updated design, including color-coded tabs for each section, pictures, new charts and graphics. There are hundreds of new food items and much, much more.

<http://teamnutrition.usda.gov/Resources/foodbuyingguide.html>



### **USDA Afterschool Care Snack Program Handbook for School Programs**

Does your school district have an Afterschool Care Snack Program?

This handbook provides program rules, forms, and snack ideas for operating an Afterschool Care Snack Program. You can download this handbook at <http://www.iowa.gov/educate/content/view/364/903/>

## **Multimedia Reservation Form**

Bureau of Nutrition Programs and  
School Transportation

Your name \_\_\_\_\_

Title \_\_\_\_\_

Phone (     ) \_\_\_\_\_

Email \_\_\_\_\_

Agreement # \_\_\_\_\_

### **Mailing Address:**

School/  
Organization \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ IA Zip \_\_\_\_\_

**Your Request:** We will make very effort to provide the material you request for the time you want. If the material is already taken, we will contact you by email to suggest another selection. **Material must be returned no later than 2 weeks after receipt!**

Loan # and Material title (s) (Please include both):

1 \_\_\_\_\_

2 \_\_\_\_\_

Training objectives:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) of use \_\_\_\_\_

Alternate date(s) \_\_\_\_\_

Group(s) to be trained \_\_\_\_\_

Approximate size of group(s) \_\_\_\_\_

**Mail to:** Mary Jo Clark  
Bureau of Nutrition Programs and  
School Transportation  
Grimes State Office Building  
400 E. 14<sup>th</sup> Street  
Des Moines, IA 50319-0146

**Or FAX to:** Mary Jo Clark at 515-281-6548  
If you have questions, please call Mary Jo at 515-281-4751 or e-mail: [maryjo.clark@iowa.gov](mailto:maryjo.clark@iowa.gov)